

**Treasury Documentation**

**Identification** PT-03014  
**Procedure**  
**Effective Date** 5-1-2005  
**Replaces** PT-03014 (10-1-1998)

**Subject:** State Cars (Temporarily Assigned), Request and Prepare Records

**For:** EMPLOYEE HANDBOOK

**Also See:** FT-03002;  
 JA-05068

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Employee 1. Prepares and submits online reservation form at [www.michigan.gov/dmb/0,1607,7-150-9141\\_13133\\_13720-33474--,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9141_13133_13720-33474--,00.html) and submits to immediate Supervisor.

**Note:** Prior approval should be received by supervisor.

Supervisor 2. Completes the following fields in data section:

- A. Appropriation year
- B. Index
- C. Agency Object Code

DMB-VTS 3. Sends confirmation of reservation via e-mail within twenty-four hours of pick-up date to employee.

Employee 4. Sends copy of confirmation to Finance and Accounting Division.

5. Presents copy of confirmation to VTS Dispatcher with valid drivers license.

Dispatcher, Vehicle and Travel Services, DMB 6. Prepares form VTS-64 VEHICLE REQUEST AND JUSTIFICATION recording beginning mileage and date.

7. Gives employee keys to assigned car and gasoline credit card.

Employee 8. Maintains complete record of travel on form VTS-10 DAILY TRAVEL LOG (or its equivalent, available online) and includes:

- A. Date
- B. Starting mileage
- C. Mileage at each destination
- D. All "Authorized Personal" and "Authorized Vicinity" mileage.

**WHEN: As Soon as Travel Is Completed**

9. Returns vehicle, gasoline card, and any sales receipts to dispatch office where assignment was made.

Dispatcher, Vehicle and Travel Services, DMB 10. Records on VTS-64 ending mileage, ending date, and working days that car was used

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|-------------------------------------|--|
| Employee                            | 11. If expenses were incurred during travel, prepares form DMB-23 TRAVEL EXPENSE VOUCHER (available online), according to Form Instruction FT-03002.                 |
|                                     | 12. Submits copy of VTS-64, copy of VTS-10 or its equivalent, and DMB-23 (when applicable) to Supervisor.  |
| Supervisor                          | 13. Receives, reviews, and files VTS-64 and VTS-10 or its equivalent.  |
|                                     | 14. If DMB-23 received, reviews and:<br><br>A. If approving, forwards to Department Travel Coordinator.<br>B. If disapproving, returns to employee with explanation. |
| Department<br>Travel<br>Coordinator | 15. Reviews and, if appropriate, approves DMB-23 (according to Form Instruction FT-03002).   |
|                                     | 16. Receives Inter-Account bill from DMB and verifies mileage, according to Job Outline JA-05068.  |

**End**